

Legislative Oversight Committee

South Carolina House of Representatives

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Guidelines for completing the Annual Request for Information

July 2018

OVERVIEW

Committee Information

House Legislative Oversight Committee

Post Office Box 11867. Columbia, South Carolina 29211

Telephone: 803-212-6810; Email: HCommLegOv@schouse.gov

For online information, the agency may visit the South Carolina General Assembly Home Page (<http://www.scstatehouse.gov>) and click on "Citizens' Interest" then click on "House Legislative Oversight Committee Postings and Reports." This will list the information posted online for the Committee; click on the information the agency would like to review.

Submission Process

Please complete the attached Excel document. Submit the completed document electronically by **October 31, 2018**, to the House Legislative Oversight Committee (HCommLegOv@schouse.gov) in: (1) the original electronic format (Excel), and (2) a PDF document for online reporting.

Statutory Authority & Time to Respond

South Carolina Code Section 2-2-50 provides the Committee statutory authority to request the agency complete the Request for Information (RFI). Pursuant to Section 2-2-50, the RFI must be answered, "in writing under oath," and "[t]he head of the department or agency must sign the answers verifying them as true and correct." In addition, "[i]f any question contains a request for records, policies, audio or video recordings, or other documents, the question is not considered to have been answered unless a complete set of records, policies, audio or video recordings, or other documents is included with the answer."

Section 2-2-50 requires the agency to answer the RFI within forty-five days but states the time for answering "may be extended for a period to be agreed upon by the investigating committee and the agency for good cause shown." As the agency is completing the Accountability Report and Budget Request documents during this time period, the time for responding has been extended from 45, as demonstrated in the deadline for submission above.

General Instructions

The agency is required to complete the Recommendation Implementation Status Excel Template. **The responses provided are considered sworn testimony from the agency director and will be published on the General Assembly's website.**

The following instructions are provided in an effort to assist in completing this template. It may be helpful to read all of the instructions in these Guidelines prior to completing the template.

If agency representatives have questions regarding any aspect of the request, Committee staff are available to provide assistance.

INSTRUCTIONS FOR REQUIRED TEMPLATE

Recommendation Implementation Status

Please complete the [Recommendation Implementation Status Excel Template](#), which is a tab in the attached Excel document.

Committee recommendations for the agency that did not involve a change in law are included in the rows of this chart. Please answer the following in each row to complete the chart:

- a. In the **Did the agency agree with recommendation** column, enter whether the agency agreed with the recommendation. The agency may include explanatory information with the response.
- b. In the **Status of Implementation** column, select one of the following drop down options: (a) complete; (b) in process; or (c) not yet started.
- c. In the **If implemented, date 100% implemented** column, enter either “not yet complete,” or the date the agency 100% implemented the recommendation. Please enter dates in the following format MM/DD/YYYY.
- d. In the **If not 100%, anticipated date of 100% implementation** column, enter either “complete,” or the date the agency anticipates having the recommendation 100% implemented. Please enter dates in the following format MM/DD/YYYY.
- e. In the **Benefits obtained from implementing recommendation, if any**, column, enter either “no benefits,” or briefly explain any benefits the agency has seen from implementation of the recommendation.
- f. In the **Financial savings realized this year from recommendation, if any (dollar figure)** column, enter either “no change in finances,” or provide an approximate dollar figure for any financial savings realized during this past fiscal year.
- g. In the **Financial savings anticipated in the future from recommendation, if any (dollar figure)** column, enter either “no anticipated change in finances,” or provide an approximate dollar figure for the financial savings the agency anticipates in the future.
- h. In the **Negatives from implementing recommendation, if any** column, enter either “no negatives,” or briefly explain any negatives the agency has seen from implementation of the recommendation.